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BG 24

02 SEP 1988

MEMORANDUM FOR: Director of East Asian Analysis

ATTENTION: Chief, OEA Executive Staff

FROM: John M. Ray
Director of Logistics

SUBJECT: Upcoming Building Services Branch Support

1. Your component is scheduled for an office move in the near future. Building Services Branch (BSB), Facilities Management Division, OL, will provide its best possible service during each phase of this support. Please feel free to contact
25X1 [redacted] Chief, BSB, on secure line [redacted]
25X1 Deputy for Services, on secure extension [redacted] at any time if
25X1 you have suggestions to improve the service being provided. [redacted]

2. BSB's goal is to maintain high standards throughout your project. With your active participation in commenting on the service being provided, BSB can continue to refine its customer service program. BSB welcomes this opportunity to
25X1 serve you. [redacted]
25X1

ohn M. Ray

25X1

C O N F I D E N T I A L [redacted]

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25X1

O-DL/FMD [redacted]
Retyped (1 SEP 88)

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